

Local Program Support Coordinator

Major Function: The Local Program Support Coordinator will be responsible for supporting Special Olympics Pennsylvania (SOPA) local program needs through the direct support to field staff members and other assigned tasks for other departments. In addition, will assume other project leadership, as assigned.

Responsibilities: Working closely with the Sr. Director, Local Program Development, this position will assume the below responsibilities to support the Field department's goals and objectives. Additionally, he/she will help to identify procedures to improve processes at department and local program levels.

A. Local Program/Administrative Support

- Assist Field Department staff in providing timely responses to inquiries/requests
 - Assist in the management of emails and provide responses on behalf of other field staff members when out of office
 - Background research for problem resolution
 - Set up appointments, as needed.
- General Administrative Support, as needed, for Field Dept. staff members
 - Document development, preparation, updates and edits, as needed
 - Copies and mailings, as needed
- Provide direct support to local program volunteers, as needed
 - Education and walking through processes
 - Pro-active and ongoing use of Vsys database
 - Computer related functions on behalf of volunteers without computers or computer knowledge/comfort level, as needed
- Assist local programs in the management of athlete medicals backlogs
 - Monitor and support local program athlete medical data entry and document uploads
 - Oversee the work of any volunteer support efforts to assure timely recording of large volumes of local program athlete medicals
- Assist other SOPA departments in local program follow-up needs, as assigned.

B. Project Coordination

- Manage the processing of all local program contracts and agreements
- Provide administrative/clerical support to Leadership Conference Coordinator
 - Preparation of Conference Materials
 - Assist with Conference Registration
- Support the SOPA Training Director with the scheduling of Coaches Training Schools
 - Compile and organize the submission of coaches training needs
 - Identify and contact facilities and clinicians to support the needs
- Management of the Local Program Support Call Schedule
- Assist in the management of the New Manager Training Program
 - Work with Coordinators to set up and prepare for pre-leadership training
 - Maintain record of individual training completions and mentor assignments

Relationships:

- The Local Program Support Coordinator reports to the Sr. Director of Local Program Development.
- Supports all Local Programs, developing interpersonal relationships within each program.
- Interacts with field staff and other departments as assigned.

Location:

- This position will be located in the Special Olympics Pennsylvania State College Office.

Qualifications:

- High-school or higher education required
- Management and Customer Service experience
- Proficient in use of computer and software (Word and Excel)
- Excellent oral and written communication skills
- Excellent Time Management Skills

Minimum Requirements:

- Minimum of 40 hours per week
- Flexible schedule to include limited nights and weekends with limited overnight travel

Application Instructions:

Interested and qualified candidates should forward their resume and cover letter to careers@specialolympicspa.org. No phone calls will be accepted. Resumes sent for positions other than this posting will not receive a response.

DEADLINE: Applications received by September 14th, will receive priority. Applications will be accepted until the position is filled.

EOE/M/F/V/H

ORGANIZATION DESCRIPTION

Special Olympics Pennsylvania provides year-round sports training and competition in a variety of Olympic-type sports for children and adults (age 8-80) with intellectual disabilities. All training and competition opportunities are provided free of charge to athletes, enabling everyone to experience the benefits of Special Olympics that extend well beyond the playing field. The athletes of Special Olympics -- over 18,000 strong in **Pennsylvania** -- are constant reminders of all that is right with the human spirit. Pennsylvania is the 7th largest program and one of the strongest Special Olympics programs in the United States. For more information about how SOPA inspires greatness, visit www.specialolympicspa.org.